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56-2081

Document No. - 28
No Change In Class. <input type="checkbox"/>
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Next Review Date: _____
Auth.: HR 70-3
Date: <u>22/1/79</u> By: <u>009</u>

JUN 5 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Uniforms for Chauffeurs

25X1A

REFERENCE: Section II of [REDACTED] Non-Military Uniforms, dated 10 May 1956.

1. This memorandum requests approval by the Deputy Director (Support). Such request is contained in paragraph 5.

2. To provide proper and customary on-duty appearance, it has been determined that the wearing of uniforms by a group of forty-five (45) chauffeur employees at Headquarters is advisable and should be required. The interests of the Agency will best be served by furnishing the uniforms in lieu of paying allowances, so as to insure standards of quality, design, and color comparable with those of other agencies and departments of the U. S. Government.

3. Subject to the \$100.00 limitation prescribed by referenced regulation, it is proposed that initial issuances consist of the following items for each chauffeur:

- a. 2 ea. Coat, suit length (1 ea. summer and 1 ea. winter weight)
- b. 4 ea. Trousers (2 ea. summer and 2 ea. winter weight)
- c. 1 ea. Cap (medium weight, suitable for both summer and winter wear)

The uniform items are to be tailored of worsted materials in accordance with existing specifications as to weight, color, style, and design for uniform items currently issued to chauffeurs of other U. S. Government agencies and departments.

4. Initial issuance and subsequent replacement of the uniforms will be controlled by the Highway Branch, Transportation Division, OL. Subject to the limitations of referenced regulation, replacement uniform items will be obtained and issued on the basis of periodic inspections which will be made to ascertain condition of the uniforms. All upkeep of uniforms will be at the expense of the chauffeurs and

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each chauffeur will be informed of his responsibility to keep uniforms clean, neatly pressed, and in good condition at all times.

5. In consideration of the above, it is requested that approval be granted for the immediate procurement of forty-five (45) uniforms for issue to chauffeurs assigned to the Headquarters Motor Pool.

[REDACTED]

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JAMES A. GARRISON
Director of Logistics

The request contained in paragraph 5 is Approved

JUN 11 1956

Date

SIGNED

for

[REDACTED]

L. A. WHITE
Deputy Director
(Support)

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OL/TD/P&C: [REDACTED] fes/3131 (1 June 56)

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